

**Solicitation Number: 05-0002-11**  
**Business and Financial Support Services for the Office of**  
**Naval Research Small Business Innovation Research and**  
**Small Business Technology Transfer Program**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0002 – Business and Financial Support Services are due by 2:00 PM (local), 17 August 2005.

## **1.0 Background**

The Office of Naval Research (ONR) has a requirement to provide business and financial support services to the Navy Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Transition Assistance Program (TAP). The period of performance for the base period will be from date of award through 30 June 2006. The task order will also include four one-year Options.

This effort is aimed at providing commercialization/transition assistance to all of the Navy's SBIR/STTR Phase II companies. The goal of TAP is to provide professional business assistance through a structured program so that they are in the best position to obtain Phase III funding at the end of their Phase II effort. This assistance will include the development of a strategy for transitioning the SBIR or STTR technology into the Fleet (Defense Track), strategic planning assistance: market information, such as company brochures, briefing materials and a forum in which the small businesses will brief interested parties. It is envisioned that the assistance to the small businesses will be provided starting with a kick-off meeting (Option Years Only), which all Phase II companies are required to attend sometime during their two year Phase II effort, and ending with a large forum. Several meetings shall be scheduled during the performance of this task order, but much of the assistance will be provided via phone calls, e-mails, and the internet. A schedule will be set-up whereby the small businesses are expected to deliver certain agreed upon deliverables to the Contractor and at each stage the pool of small businesses will decrease. It is expected that in the base period 250 companies/projects (If a small business concern has multiple projects, each project is counted individually) will attend the kick-off meeting, which will be held in the Washington D.C. area and that subsequently 220 will begin participation in the Transition Assistance Program. It is then expected that 180 of these companies will attend and present at the Opportunity Forum. The Contractor will also be responsible for getting highly qualified attendees to the forum that have

specific interest in the technology and business arrangements that the current class of companies has to offer. This should include key personnel from the defense industry, acquisition program offices, commercial industry, and the venture capital community. It is estimated that 1200 people will attend this forum and that it will be held in the Washington D.C. area during the May/June timeframe.

It is possible that from time to time there may be variations in the number of companies involved with the program and the track(s) in which they participate. It is assumed that there will be a 20% increase in the number of companies/projects that participate in the program each year. Additionally, there may be a need to expand a feature of the Navy Opportunity Forum that is the primary vehicle for interaction with the major defense prime contractors relative to the SBIR funded small business concerns. As appropriate, interaction with the prime contractors that is initiated and/or reinforced by the annual Navy Opportunity Forum may continue throughout the year.

## **2.0 Statement of Work**

### **2.1 Objective** (Base and Options)

It is the objective of the Office of Naval Research to provide business and financial support services to the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Transition Assistance Program. TAP ensures small business concerns are prepared to foster Phase III technology commercialization and transition to the Fleet per Public Law 106-554 Dec 2000 and via Small Business Administration Policy Directive: SBIR Program, effective 24 Sep 02. TAP is designed to increase the number and dollar value of Phase III awards to Navy SBIR Phase II awardees and increase the number of SBIR developed technologies that transition into the Fleet.

### **2.2 Scope**

#### **2.2.1 3-Day Kick-Off/Strategic Planning Workshop** (Option Years Only)

The Contractor shall host a 3-Day Kick-Off/Strategic Planning Workshop in the Washington D.C. area annually in the July timeframe. Each day one-third of the estimated 250 small business concerns will attend a one-day meeting coupled with a one-hour session in which a business counselor, provided by the Contractor, shall assess the company's needs and the status of its technology. At that time, the small business concerns will decide whether or not to continue with the Transition Assistance Program. Every company will participate in the Defense Strategic Applications Track, and

they will also decide if they would like to participate in the Business Plan Development Track or Customized Track too. The Contractor is responsible for contacting all of the Phase II SBIR and STTR participants (about 400 that would be eligible for that year's TAP) and for all workshop activities. It is estimated that about 250 of the eligible 400 firms will attend the kick-off meeting and up to 20% may drop out after the initial kick-off meeting. Most companies will participate in the Defense Track only, while more sophisticated companies will also participate in a Customized Track, which provides various options suited to the needs of mature companies. As time and budget allows, companies that participate in the Defense Track may also continue to receive business planning assistance.

The contract shall include all costs for the workshop for up to 250 attendees: food, meeting space, set-up, AV equipment and on-site registration support. No registration fee shall be charged or applied towards the costs of the workshop. All costs of the workshop will be paid for by the Navy under this contract. Based on previous years, the cost of this workshop is estimated to be approximately \$45K per workshop.

#### **2.2.2 Defense Track, Customized Track and Business Track (Base and Options)**

Over the first 4 to 8 months, the Contractor shall work with all Phase II SBIR and STTR participants to develop all of the elements required for the Defense Track. All small business concerns will participate in the Defense Track, which will consist of activities such as strategic planning, Technical Point of Contact (TPOC) calls, Technical Information Package (TIP) analysis, Phase III Transition Plan, Quad Chart, Company Capability Brochure, and Narrative Briefing. More advanced companies will also participate in a Customized Track. The Contractor shall assign an internal business counselor who will work closely with each small business concern throughout this process and provide periodic feedback to the small business concerns. The Contractor shall be able to provide each small business with an understanding of the current DoD/Navy RDT&E and procurement environment and develop the best strategy for the firm to transition its technology. Therefore, the Contractor's counselor must have a strong understanding of the DoD's Acquisition planning and budgeting process, along with knowledge on how to transition technology in the DoD environment. Many small business concerns will develop business/commercialization plans under the Transition Assistance Program. The Contractor shall thoroughly review each plan and provide detailed feedback.

The Contractor shall thoroughly review each deliverable and provide detailed feedback. The Phase III Transition Plan is intended to be shared with TPOC and SBIR Managers and serve as a guide to further transition into the Fleet.

**2.2.3**    Major Defense Contractor Initiative and Strategic Phase III Insertion Planning and Tool Development (Base and Options)

The Contractor shall work with major defense contractors to determine how the SBIR Program and the TAP can best address their needs. The goal is to create strong contacts with these major defense contractors who are knowledgeable on the SBIR Program and who will be the source for long term strategic partnerships with Navy SBIR small businesses. The Contractor needs to develop these relationships across major defense contractors and mature those relationships that are currently in place so that the Navy SBIR Program Office can have a continuous relationship that goes well past the Opportunity Forum, but also helps to have strong major defense contractor support at future Forums.

The Contractor shall develop tools that will help the small businesses and major defense contractors efficiently develop new partnerships. This will include educational tools and boiler plate documents, such as those used for non-disclosure and intellectual property, that will help reduce the time and cost for these two parties to develop contractual relationships. This will also include the development of tools and strategies focused towards the DoD Requirements and Acquisition offices aimed at increasing the efficiency in which SBIR firms develop transitional program and budget plans. It will include alignment of Navy SBIR firms with Naval requirements and Acquisition offices in a way that helps facilitate the transition of SBIR developed technology.

**2.2.4**    2-Day Marketing Workshop (Base and Options)

The Contractor shall host a two-day workshop in the January/February timeframe, for approximately 180 small business concerns that will attend the Navy Opportunity Forum (section 2.2.5). During this workshop, the Contractor shall work with the small business concerns to help develop and/or finalize their marketing products and briefings for the Navy Opportunity Forum. Small business concerns are expected to attend the Navy Opportunity Forum with marketing products such as a quad chart, capability brochure, technology abstract, and narrative briefing.

The contract shall include all costs for the workshop for up to 200 attendees: food, meeting space, set-up, AV equipment and on-site registration support. No registration fee shall be charged or applied towards the costs of the workshop. All costs of the workshop shall be paid for by the Navy under this

contract. Based on previous years, the cost of this workshop is estimated to be approximately \$27K.

#### **2.2.5 Navy Opportunity Forum (Base and Options)**

The Contractor shall assist the Navy SBIR office in selecting approximately 180 small business concerns in the base year to participate in the Navy Opportunity Forum to be held annually in the Washington D.C. area. All 180 participants will develop a technical defense presentation. Some of these small business concerns may develop both a business partnering presentation and a defense presentation. The 2006 Forum will be at the Washington Hilton from June 5<sup>th</sup> to 7<sup>th</sup>. The Contractor shall be responsible for securing future Forum locations.

The Contractor shall start a very aggressive campaign to identify appropriate business/commercialization partners for the technologies these small business concerns have developed. The Contractor shall develop an extensive database of contacts within the private sector, defense, and venture capital communities. It is expected that the Contractor will have to make over 5000 phone calls and conduct numerous mailings to solicit the proper participation at the Navy Opportunity Forum. As appropriate, other methods will be used to increase the participation of the targeted audience.

The Contractor shall have at least 1000 people attend the annual Navy Opportunity Forum, of which, at least 450 attendees should be from the business (prime contractor) and venture capital communities, 200 from the Department of Defense employees and at least 350 from the small business concerns making the presentations.

The contract shall include all costs for the Forum for up to 1200 attendees: food, meeting space, set-up, AV equipment, on-site registration support and exhibit set-up for 200 booths. No registration fee shall be charged or applied towards the costs of the Forum and all costs will be paid for by the Navy under this contract. The Contractor shall develop a registration site and ways to increase the probability that those who register will attend the forum, along with ensuring that those that register meet the minimum requirements for the audience targeted for this event. Based on previous years, the cost of this forum is estimated to be approximately \$500K.

The Contractor shall periodically contact the finalists participating in the Navy Opportunity Forum on a 6-month and 18-month schedule to assess the volume, quality, status of the leads acquired by this program, dollar amount of the follow on awards, and sources of this funding.

### **2.3 Meetings** (Base and Options)

The Contractor shall have bi-monthly meetings with ONR 364 and at least three of these during the course of the year shall include visits to the Naval Systems Commands. As appropriate, visits to the SYSCOMS may be substituted at the Program Manager's request. During these meetings, the Contractor shall provide status on the program and address issues regarding the status of their companies. As appropriate, other communication supplements may be added.

### **2.4 Reports Data and Other Deliverables** (Base and Options)

The Contractor shall deliver quarterly status reports to ONR Code 364. Quarterly status reports shall include program overview, quarterly accomplishments, projected activities for the next quarter, spend plan (planned expenditures and actual expenditures vs. execution time), current issues, and projected issues.

The Contractor shall deliver a final report to ONR Code 364 at the end of the Base Period and each Option (if exercised). The final report shall include program overview, programmatic accomplishments and statistics, budget execution and the next year's expectations (size, planning, and scheduling).

## **3.0 Personnel Requirements**

### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint. The Contractor shall provide personnel experienced in the Navy's Acquisition Programming Planning Budgeting and Execution (PPBE) process to support Defense Track. Some personnel with recent DOD PPBE experience is desirable.

3.1.2 Key Personnel: Program Managers: At least a Master's Degree from an accredited college or university (PhD and/or MBA preferred) and 10+ years of experience in Program Management. Senior Associates: Master's Degree from an accredited college or university (MBA preferred) and 6+ years of experience in Project Management.

Key personnel shall have excellent skills in customer requirements management, strategic management, business counseling, TIP planning, conference coordination, and technology transition. Key personnel shall have demonstrated competence in large forum coordination, Navy technology transition, Navy acquisition PPBE process, business/commercialization planning, and the SBIR rules, regulations and processes. The key personnel should have the ability to effectively manage a multi-million dollar program providing technical and administrative support for small business concerns.

**3.2 Level of Effort** The following section provides anticipated level-of-effort for the base period and 4 option years.

3.2.1 The level of effort has been estimated for the proposed contract. A 10 month base period and four 12-month option periods have been defined (Total potential period of performance with options is 58 months).

3.2.2 Base Period: The base period of performance will be from date of award through 30 June 2006. The level of effort anticipated for the base period is approximately 12 man-years at an average rate of 2125 hours per month. A summary of the key personnel labor categories/hours and the total estimated hours for the base period is provided below.

<b>Base Period</b>	
<b>Labor Category</b>	<b>Hours Per Year</b>
Program Managers	2,300
Senior Associates	2,200
Total Estimated Hours for Base Period including Key Personnel	25,500

NOTE: Usually 2,080 hours is equivalent to one (1) man-year

3.2.3 Option Years: The Option periods of performance will be from date of Option exercise through 12-months thereafter. The level of effort anticipated for each option period is greater than each preceding period to accommodate program growth. A summary of the key personnel labor categories/hours and the total estimated annual hours for each Option year is provided below.

<b>Option I</b>	
<b>Labor Category</b>	<b>Hours Per Year</b>
Program Managers	2,770
Senior Associates	2,635
Total Estimated Labor Hours for Option I including Key Personnel	30,610

Option 2	
Labor Category	Hours Per Year
Program Managers	3,050
Senior Associates	2,900
Total Estimated Labor Hours for Option 2 including Key Personnel	33,675

Option 3	
Labor Category	Hours Per Year
Program Manager	3,350
Senior Associate	3,190
Total Estimated Labor Hours for Option 3 including Key Personnel	37,040

Option 4	
Labor Category	Hours Per Year
Program Manager	3,700
Senior Associate	3,500
Total Estimated Labor Hours for Option 4 including Key Personnel	40,750

## 4.0 Order Details

**4.1 Contract Type:** The Navy anticipates awarding a Cost-Plus-Fixed-Fee level of effort Task Order.

**4.2 Period of Performance:** The Base period of performance will be from date of award through 30 June 2006. The task order will also include four one-year Option periods.

**4.3 Other Direct Costs (ODCs):** ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$1,000,000 per year.

**4.3.1 Travel and Per Diem** - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.



**4.3.2 Other Direct Costs (Other than Travel and Per Diem) -**

ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified, however, the Contractor shall include all costs for the kick-off meeting, workshop, and forum in ODCs for the Base period and all Option Years. The ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

**4.4 Place of Performance:** Work will normally be performed at the Contractor's facilities. As appropriate, meetings will be held at Navy facilities.

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested by the Contractor through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception of the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PCs should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI in or around April 2006. During the performance of the Order, if either party (Government or

Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure, or dollar values of the task order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

**4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

#### **4.7 Security Requirements:**

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

#### **4.8 Organizational Conflict of Interest**

##### **4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the

Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

#### **4.8.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs.

### **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed fifteen (15) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the Program Office; how a surge capacity will be

maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The Offeror should itemize the proposed costs associated with the kick-off meeting, workshop, and forum for the base period and each Option Year separately. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later than 2:00PM (Local Time) on 17 August 2005. All forms of proposal submission must include a signed cover sheet. Proposals can be:

(a) Uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or pdf), or

(b) Sent by regular mail (express mail acceptable) or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research  
Attention: Wendy Fletcher, Code: 0253  
One Liberty Center  
875 North Randolph Street, Suite 1425  
Arlington, VA 22203-1995  
Ref: 05-0002-11

**NOTE: Suite 1425 is the general suite number that must be used for all mail delivered to ONR through the USPS. For express delivery services (except for USPS Express and Priority) use the actual room number for the person listed above in paragraph (b), which is Room #1267C, instead of Suite 1425. Note that USPS Express and Priority Services take at least a day longer than advertised since the mail gets delivered to a Navy mail facility before coming to ONR.**

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Management Plan and Technical Approach
- (2) Proposed Personnel
- (3) Past Performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

### Price/Cost Factors

- (1) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 1 September 2005.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact:** The Point of Contact for this solicitation is:  
Wendy Fletcher, Code 0253  
One Liberty Center  
875 North Randolph Street, Suite 1425  
Arlington, VA 22203-1995  
Phone: 703-588-2425  
E-mail: Wendy\_Fletcher@onr.navy.mil

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

---

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files